

# MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: **BOARD COMMITTEES**

POLICY: **BOARD Proc 03** EFFECTIVE DATE: **1/26/06**

## **I. POLICY AND OBJECTIVES**

The Montana Public Employees' Retirement Board (the Board) has adopted governance principles to ensure that the Board has policies and guidelines regarding internal operational procedures. The Board's Statement of Governance Principles provides extensive guidelines regarding the purpose and creation of committees, appointment of committee members, conduct of committee meetings, and coordination between the Board, the Board's committees and Montana Public Employee Retirement Administration (MPERA) staff. It is the intent of this policy to provide guidelines for Board committees to follow in order to assist the Board in carrying out its fiduciary duties.

## **II. APPLICABILITY**

This policy applies to Board committees responsible for developing procedures pertaining to legislative, personnel or education matters, or other committees formed as needed.

## **III. PROCEDURES**

- A. The Board President shall appoint committee members, giving consideration to:
  - 1. the expressed desires of individual Board members; and
  - 2. the value of periodic rotation of committee members to provide exposure to different Board responsibilities.
- B. All Board members must be advised of the meetings of each committee and may choose to attend any committee meeting, regardless whether a member of the committee or not. Board members may participate in committee discussions, but only committee members may vote on the issues.
- C. Board committees have an important role in assisting the Board to carry out its responsibilities. In fulfilling this role they:

1. consider policy alternatives and implications for Board deliberations and actions;
  2. act for the Board when formally delegated such authority for specific purposes. Committee authority is limited to areas explicitly delegated by the Board, with care to avoid conflict with authority delegated to the Executive Director. This delegation constitutes the committee's charter as referred to in the Board's Governance Principles; and
  3. perform a monitoring role as to Executive Director performance in areas specifically delegated by the Board.
- D. Committee chairs will be selected by the Board President at the time the committee is formed.
1. If a committee member is no longer a member of the Board, or no longer willing to serve as a member of the committee, the Board President shall:
    - a. review the need for the committee;
    - b. appoint a replacement member, if necessary; and
    - c. appoint a new committee chair, if necessary.
- E. Committee chairs are responsible for organizing the work of the committees. In fulfilling this function, committee chairs:
1. set the committee agenda in consultation with the President;
  2. convene and chair meetings of the committee;
  3. ensure that the committee operates in a manner consistent with Board policy and rules;
  4. limit meeting discussion content to those issues that, according to Board policy and delegation, are within the committee's responsibility and not within the Executive Director's responsibility;
  5. ensure timely, fair, orderly, thorough but efficient deliberations, consistent with the Board's rules of order;
  6. work directly with staff person(s) assigned by the Executive Director;

7. act as a liaison between the committee, the Board President, and the Board;
  8. appoint a committee vice chair to act as committee chair in the committee chair's absence; and
  9. must act pursuant to the committee's delegated authority.
- F. Each committee will comply with all applicable requirements of the Americans with Disabilities Act. Specifically, the committee will prohibit discrimination and make reasonable accommodations with respect to all programs, activities and services it provides.
1. All committee meetings will take place in a location that is handicap accessible.
  2. All committee documents open to public inspection will be made available in an alternative accessible format upon request.
- G. Each committee must comply with Montana's constitutional provisions and statutes regarding open meetings and public participation.
1. Committees will, whenever possible, establish regular meeting days and times to ensure the public is aware of committee meetings. The regular committee schedules will be included in Board mailings on a regular basis.
  2. The committee chair will prepare an agenda prior to each committee meeting and provide the agenda to the Executive Director for posting on the MPERA website at least 72 hours prior to the meeting.
  3. Committee meeting notices/ agendas will be mailed to individuals who so request. MPERA will retain an interested persons list similar to the interested parties lists used for administrative rulemaking notices.
  4. Minutes of the meeting shall be kept and made available to the public by posting on MPERA's web site.
- H. Submitting Issues and Information
1. Any interested party may present an issue to the Board President for possible consideration by a Board committee, or at the President's

discretion, the Board as a whole.

2. The interested party must submit a written summary of the issue to the Board President, along with any relevant documentation or information.

#### **IV. CROSS REFERENCE GUIDE**

Board's Statement of Governance Principles  
Board Policy Proc 01 – Board Processes

#### **V. HISTORY**

New